6 Adding Contacts

You can add contacts from your corporate directory to your personal contact list.

Step 1   Search for the person to add, using the procedure in Calling a Coworker.

Step 2   In the list of search results, click the name of the person.

Step 3   From the menu bar, choose **Contacts > Add Contact To > General**.

7 Specifying Your Availability

When Cisco Unified Personal Communicator is running on your computer, it automatically shows your colleagues whether you are available, busy, idle, or away from your computer.

You can designate the availability status that people see for you:

Step 1   From the pop-up menu near the top of the console, choose an option: **Available, Busy,** or **Away.** Then choose **Automatically change status for activity** to uncheck the check mark.

Your colleagues see the status you designate until you change it or exit Cisco Unified Personal Communicator.

8 Getting More Information

More information about all features is available from the online Help when Cisco Unified Personal Communicator is running: From any menu bar, choose **Help > CiscoUPC Help**.

For the most current information, see the *User Guide* at
http://www.cisco.com/en/US/products/ps6844/products_user_guide_list.htm.

CISCO SYSTEMS

Quick Start Guide

Quick Start Guide for Cisco Unified Personal Communicator For Macintosh Release 1.1

1   Getting Started

If Cisco Unified Personal Communicator is not yet installed and set up, see Chapter 1 of the *User Guide* at the URL listed in the Getting More Information section of this guide.

If you plan to use video: From the menu bar at the top of the console, click the Phone Mode icon near the top of the console and choose **Soft phone**.

2   Overview of Features

Use Cisco Unified Personal Communicator to streamline your communication activities. Features described in this guide or in the *User Guide* include:

- Make phone calls, conference calls, and video calls from your computer
- Display documents and applications to other participants via the web
- Create and store your personal contact list
- Search for contact information in your corporate directory
- Check availability of your colleagues before contacting them
- View your call history and return calls easily
- Listen to and manage voice mail

For more information, see the Getting More Information section.

3   Making Calls

✎

Note   You can always use your desk phone to make and receive calls.

Calling a Coworker

Search your company directory for the phone number to call:

Step 1   In the Search pane, enter part or all of the full name, first name, last name, username, or phone number of the person to find.

Searches are not case-sensitive, and the letters you type can appear in any position in the name. For example, if you search for "and", you find "Anderson" and "Cassandra". Username may be the part of the name that precedes the "@" sign in the e-mail address.

Step 2   Press the **Return** key.

Step 3   In the list of names that appears in the Search pane, control-click the name of the person you want to call and choose **Place Audio Call**.

Calling Anyone

To dial any phone number:

Step 1   Click the 🔳 button at the bottom of the console.

Step 2   In the dial pad window, type, click, paste, or choose the number to dial. Use the same numbers you would use when dialing from your desk phone. For example, when you call someone outside your company, you may need to precede the phone number with a 9.

Step 3   Click the 📞 button in the dial pad or press the **Return** key.

Calling People in Your Contact List

After you add people to your personal contact list (see the Adding Contacts section), you can call them from your contact list:

Step 1   In your contact list, click a name.

Step 2   Click the 📞 button at the bottom of the console.

4   Adding Video to a Call

Step 1   Make sure your camera is plugged in and you are using your soft phone. (See the Getting Started section.)

Step 2   During a call, click the ⚙▾ button in the active conversation window and choose **Add/Remove Video**.

If the other person does not also add video, you will see only your own video.

5   Creating a Conference Call

You can merge two conversations or a conference and a conversation.

Step 1   If you have one call on hold and one active call, and you want to join the two calls together, click the ⇥⇤ button in the active conversation window.

The calls are merged and the held conversation becomes the conference call.

Step 2   If you want to add another person, repeat the process.